

National Coaching Education Co-ordinator
Masters Swimming Australia
Remote
Contract/Temp



Description

Masters Swimming Australia Inc. (MSA) is the peak body for adult swimmers aged 18 and above. It is a non-government, not for profit organisation, constituted in 1975.

We are looking for an enthusiastic professional to join our team as a National Coaching Education Co-ordinator to support our growth of the online coach education course and help facilitate and manage the online technical official's programs.

The National Coaching Education Co-ordinator will report to the General Manager and is responsible for maintaining the professional quality and national standard of the Club Coach Accreditation program.

Basis of Employment

The National Coaching Education Co-ordinator will be employed on an initial 6 month contract. MSA expects that the role will take approximately 0.25 FTE hours to undertake sufficiently. The position is remote and flexible working hours are required.

Role and Responsibilities

National Coaching Education Co-ordinator will attend to the following responsibilities as part of their duties:

Coaching Education

- National Administrator of Dita Training Platform for all catalogues:
 - Club Coach Accreditation Course
 - Club Coach Re-accreditation
 - Coach Professional Development
 - Bridging Course to Club Coach full Accreditation
 - Technical Official courses (TBC)
- National Manager of the Dita Creator account – high security access
- Manage all support requests that come through from Dita Support
- Act as Help Desk for all requests that come through the Assessors and Users directly
- Monitor all items in the national Assessors TO DO List and ensure that items have a first response within 3 days.
- Follow up with Assessors if there are any outstanding items and work to resolve.
- Manage PD students who are not MSA members (Triathlon, SA, Austswim, International) and assess their modules.
- Mark any modules if assessor re-assigns because they are unable to complete.
- Provide update reports on number of users in the courses to the NCC each meeting.
- Update Club Coach Accreditation FAQs as more questions come in and provide to MSA Admin for inclusion on website.
- Update Mentor Coach Accreditation FAQs as more questions come in and provide to MSA Admin for inclusion on website.
- Maintain contact with all coach educators and assessors.
- Update resources on Dita as required.
- Facilitate trainee Zoom chats nationally to suit each Branch.
- Work with Dita to improve any areas of the platform that need updating.
- Develop future content to make full use of the Dita LMS and all its features.
- Recommend additional projects to NCC/MSA
- Assist and manage the migration of technical official courses to the Dita platform
- Establish a road map for assessing the online technical official courses

Selection Criteria

Essential:

- Accredited Masters Club Coach.
- Completion of current online club coaching accreditation.
- Completion of Assessor training for the online masters accreditation course.
- Approval by NCC to become an accredited MSA Assessor.
- Completion of onboard training for Dita platform

- General Experience in sport administration, club development, coaching, online education (paid or volunteer capacity).

Desirable:

- Experience with learning management systems
- Demonstrated strong computer skills (incl Microsoft Office suite & Online Registration platforms essential).
- Demonstrated customer service ability and strong communication skills (written and verbal).
- Effective time management skills and ability to work remotely, independently and in a team.
- Member of Masters Swimming Australia

Reporting and Working Relationships

The position will report to the MSA General Manager.

Internal Relationships

General Manager
Administration Office
National Coaching Committee
National Technical Committee

External Relationships

Dita Platform

Application Instruction

Please send a cover letter and CV to: Attention Sarah Pisterman GM Masters Swimming Australia email: gm@mastersswimming.org.au before **Friday 29 October 2021**